



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

August 21, 2008

Public Housing Notice # 2008-06 (4 pages)

Subject: An update on the Capital Planning System Implementation, Chapter 200 & 667 Properties and the 2008 Bond Bill Funding Allocation Process

To: All Executive Directors of all Local Housing Authorities

Dear Executive Director,

As a follow up to Public Housing Notice 2008-03, the purpose of this letter is to help focus your efforts in doing your part to successfully complete the initialization of the Capital Planning System for your community and thus be able to take full advantage of the forthcoming allocation process for the recent Housing Bond Bill. This information is required of all LHAs in order for this process to be successful. Not providing it in a timely way will put you and your Housing Authority at a disadvantage in the subsequent funding rounds.

Pending NAHRO subcommittee approval and presentation to the LHA constituency, DHCD will begin implementation of its new funding allocation programs and process, the success of which will rely on the data in the Capital Planning system (CPS) and your Capital Improvement Plan (CIP), which is based on that data. In order for LHAs to ensure that the data in the CPS is as accurate as possible, DHCD's Capital Needs Assessment consultant (Diversified Intelligence Services and Urban Revitalizers) will need to have the following critical information:

1. **A Capital Improvement History by development including a brief description of the improvement and the year of completion. (a sample form is provided for your convenience)**
2. **A Unit Inventory List containing Development number, Development address, Building numbers, Unit numbers and number of bedrooms and bathrooms for each unit for the 200 & 667 developments. (a sample form is provided for your convenience)**
3. **A list of existing issues and concerns. (a sample form is provided for your convenience)**

In addition to the sample forms, we have provided you with a Microsoft Word Template form for your convenience (separate attachment). If you already have the above information compiled in another format then you can disregard the forms that have been provided and submit the information in the format that you have.

By compiling this information ahead of time you will help expedite the field work of DHCD's consultants which will:

- 1) save your LHA time during the assessment process,
- 2) expedite the completion of your CIP, and
- 3) expedite the allocation of much-needed funding

The CPS is a critical tool for us to understand, document and plan for the preservation of all state-aided public housing properties. We are excited about its implementation but can not do it without your continued help. We firmly believe that CPS-based allocations, which will ultimately distribute modernization funding in predictable increments to all LHAs based on documented need, will set us directly on course to fulfill Governor Patrick's mandate to restore our entire state public housing portfolio.

Please take the time to fulfill this request for information as soon as possible and forward it to the following contact:

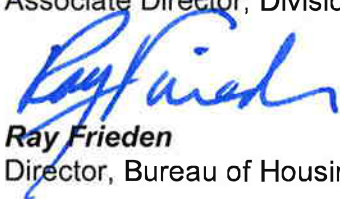
Michael Enos, Operations Manager
Urban Revitalizers
45 Winchester Street
Boston, MA 02116
Cell #: 617-455-2505
Fax #: 617-422-0093
E-mail: menos@urbanrevitalizers.com

If you have any questions or concerns please contact Rick Brouillard (see below for contact information). Rick will be on vacation August 25th through the 29th and will be returning on September 2nd, 2008. During this time please contact Jay Oschriin, President and Owner of Diversified Intelligence Services via his cell phone at 434-825-1205.

Sincerely,



Amy Schectman
Associate Director, Division of Public Housing and Rental Assistance



Ray Frieden
Director, Bureau of Housing Development and Construction

CC: Tom Connelly, NAHRO
All DHCD public housing staff
Michael Enos, Urban Revitalizers
Jay Oschriin, Diversified Intelligence Services

DHCD contact for questions and/or concerns:
Rick Brouillard, Construction Analyst
100 Cambridge Street, Suite 300
Boston, MA 02114
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Phone: (617) 573-1193 Fax: (617) 573-1345

Capital Improvement History by Development (Sample)

Development	Year Complete or Status	Brief Description of Improvement
200-1	1986	Kitchens & Baths
200-2	2000	Roofs
667-1	1999	Boilers
667-1	In Construction	Roofs
667-1	In Design	Building Envelope
667-1	2000	Fire Alarm Upgrade
667-1	In Design	Windows & Doors
667-2	1984	Windows & Doors
667-2	2000	Siding
667-2	2004	Fire Sprinklers
667-2	In Bidding	Septic System

Unit Inventory List (Sample)

Development	Development Address	Building Number	Unit Numbers	Number of Bedrooms	Number of Bathrooms	Notes
200-1	100 Smith Street	1	101-110	1	1	
200-1	100 Smith Street	1	111-120	2	1	
200-2	20 Jones Avenue	A	1-20	1	1	
200-2	20 Jones Avenue	B	21-50	3	1.5	
200-2	20 Jones Avenue	C	51-100	2	1	
667-1	67 Capital Street	1	1-100	1	1	
667-2	123 Woodland Avenue	1	101-120	1	1	
667-2	123 Woodland Avenue	1	201-220	1	1	
667-2	123 Woodland Avenue	1	301-320	1	1	
667-2	123 Woodland Avenue	1	401-420	1	1	
667-2	123 Woodland Avenue	1	501-520	1	1	
200-3	1-40 Washington Street	1-40	1-40	2	1	40 single family houses

List of existing issues and concerns (Sample)

Development	Issues & Concerns	Notes
667-1—All buildings & site	Windows leak on South side. Parking lot has many potholes and cracks and there have been several reports of trip incidents. Boilers have been experiencing many issues such as pilots going out, units shutting down, pumps failing etc. Clapboard Siding on South façade is starting to cup and crack.	Any other applicable staff comments or notes regarding the deficiencies
200-1---Building 1 only	Roofs windows and doors leak throughout the development. Boilers have not been dependable the past year and have cost the LHA twice the normal maintenance cost to keep up. Fire alarm systems are not up to code.	Any other applicable staff comments or notes regarding the deficiencies
667-2—Building B	Windows and doors are rotting and leaky. Siding is cupping, cracking and falling off in many areas. Septic leach field is showing signs of saturation and odors are more frequent.	Any other applicable staff comments or notes regarding the deficiencies